

Summer 2026 Grading Deadline:

Tuesday, August 18, 2026 at 12:00 PM (Noon)

Please note the following:

- The grading system will be activated at **8:30 AM on Monday, August 10, 2026** and will close at **12:00 PM (Noon) on Tuesday, August 18, 2026**.
- Grading in mySVSU is unavailable on Sundays from 12:00 AM to 1:00 PM for system maintenance.

Instructions for Grading Online using Student Planner. Please read thoroughly.

- Log into mySVSU's Self-Service → Daily Work → Faculty Self-Service → Faculty Overview
- Click on the Course
- Click on Grading
- Click on Final Grade
 - Here you will enter grades, last date of attendance or "never attended" for "F" grades, and expiration date for incompletes.
 - If you are giving a student an Incomplete grade, you **must** set the expiration date to **September 21, 2026**. *Please submit the Incomplete Contract to the Office of the Registrar.*
 - This deadline is based on catalog language and will be changed to **September 21, 2026** if another date is chosen.
 - If a student needs an extension beyond policy, please email registrar@svsu.edu with the reasoning.
 - Data entered will automatically save. You can return to complete entries or make changes.
- Click on Post Grades to submit final grades

IMPORTANT: Once all grades are entered if you click "Post Grades", this will automatically verify the grades. Students will be able to view them online. Once grades are officially verified, *grades can only be changed through the Grade Change form*.

Students whose final grade is an "F" must have a **last date of attendance** (mm/dd/yy) or check the **never attended** box (this is a Federal requirement).

If you teach a course that is graded "P/N", you must enter "A" for the "P" grade and "F" for the "N" grade.

*** Please print a copy of your submitted grades from your browser for your records.**

Incomplete Dates

Due to Instructor: **September 18, 2026**

Due to Registrar's Office: **September 21, 2026**

Hours:

Monday thru Friday:

8:00 AM – 4:30 PM

For questions or comments please contact:

Office of the Registrar (989) 964- 4085

registrar@svsu.edu

